



Office of the Vice President for Legal Affairs, General Counsel and
Secretary to the Board of Trustees

June 11, 2019

Via E-mail Only

Brian Ratzliff
73206-36511077@requests.muckrock.com

RE: Freedom of Information Act Request
Our File No. 19-66

Dear Mr. Ratzliff:

Your May 16, 2019 Freedom of Information Act request for "the contract signed between the Oakland University Men's Basketball Athletic program and the vendor who will provide services for the 2019 Oakland University Men's Basketball tour to Greece from August 22 to September 2. . ." was received on May 17, 2019.¹

Your request is granted in part and denied in part. Your request for "the contract signed between the Oakland University Men's Basketball program and the vendor who will provide services for the 2019 Oakland University Men's Basketball tour to Greece from August 22 to September 2" is granted. The responsive public records are attached.

Your request for the "final itinerary for the trip" is denied, as disclosure of the requested information would prevent the public body from complying with 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.² Such information is also of a personal nature, the disclosure of which would constitute a clearly unwarranted invasion of an individual's privacy.³

Very truly yours,

A handwritten signature in black ink, appearing to read "Jayson J. Hall".

Jayson J. Hall
Assistant General Counsel and
Freedom of Information Act Coordinator

Oakland University's Michigan FOIA Procedures and Guidelines are available at: <http://wwwp.oakland.edu/legal/links-resources/FOIA/>.

¹ MCL 15.235(1)

² MCL 15.243(2)

³ MCL 15.243(1)(a)

PO #:	P0059704
PO Date:	02/12/19
FOB:	FOB Destination
Buyer:	Kevin Waller
Ship To:	Receiving Athletics 201 Meadow Brook Road Rochester, MI 48309
Invoices To:	Oakland University Accounts Payable 502 Meadow Brook Road, Rm 121B Rochester MI 48309-4419 Payables@oakland.edu
Invoice Email:	
Department:	Athletics Rm 201 569 Pioneer Drive
Name:	Joan Wancour
Email:	jwancour@oakland.edu
Phone Number:	248-370-3192

*JV expense to
fund #40234*

Item	Description	Quantity	Unit Cost \$	Total Line Cost \$
1	<p>This PO is based on the RFQ for 2019 Athletics International Trip dated 1/16/2019 and the vendors response dated 1/24/2019</p> <p>International travel for men's basketball team for Greece on August 22 - September 3, 2019 (exact dates TBD)</p> <p>*** Please coordinate trip with Sarah Judd judd@oakland.edu / 248-370-4005</p> <p>Deposits required by 5/22/19 in amt of \$1,000 per person. Final payment required by 6/22/19 in amt of \$3,300 per person.</p>	28.00	EA	4,300.0000
		Tax 0.00		
		Total U.S. \$ 120,400.00		

Conditions of Purchase

1. PO# must appear on all correspondence, invoices, packing lists, bill of lading and packages
2. The university is exempt from state and federal taxes - Tax ID: 38-17144-00W
3. All material must be accompanied by a packing slip and are FOB destination Oakland University, Rochester, Michigan unless otherwise specified. Receiving is not equipped to handle items over 500 lbs or greater than 6' high by 3' wide by 3' deep (call for specific instructions)
4. This Purchase Order is subject to and shall be performed in accordance with the University's General Terms and Conditions for Agreements located at <http://www.oakland.edu/legalforms/> which are incorporated into this Purchase Order by this reference and shall be considered part of this Purchase Order. Vendor acknowledges receiving, reviewing and accepting the University's General Terms and Conditions for Agreements. No amendment to the terms and conditions is effective unless in writing and signed by the University's Vice President for Legal Affairs.

PR
Signature

Signature

RFQ 2019 Athletics International Trip
EXECUTION OF OFFER

This sheet must be completed, signed, and returned with respondent's quote. Failure to sign and return this document will result in the rejection of your bid/proposal

1. By signature hereon, Respondent offers and agrees to furnish the products and/or services at the prices quoted and to comply with all terms, conditions, and requirements set forth per the Request for Quotation (RFQ) documents contained herein.
2. By signature hereon, Respondent certifies that all statements and information prepared and submitted in response to this solicitation are current, complete, and accurate.
3. By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from submission of this proposal.

Submitted By:

ALL ABOARD TRAVEL

(Company Name)

HILLSDALE

City

517 437 4844

(Telephone #)

aat.christina@sbcglobal.net

(Email address)

X Christina Boyer

(Authorized Signature)

1/24/19

(Date)

10 SOUTH HOWELL STREET

Street Address

MI 49242

State, Zip

517 437 4851

(Fax #)

517 425 1451

(Contact Phone # if different from above)

CHRISTINA BOYER, OWNER

(Printed Name & Title)

NOTE: OAKLAND UNIVERSITY RESERVES THE FOLLOWING RIGHTS: TO ACCEPT OR REJECT ANY BID; TO REJECT ALL BIDS; TO WAIVE ANY FORMALITIES OR IRREGULARITIES CONTAINED IN A BID THAT DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE INVITATION TO BID, ANY MODIFICATIONS TO THE INVITATION TO BID, OR ANY SPECIFICATIONS; TO SELECT THE BID AND/OR ITEMS THAT IN THE SOLE AND ABSOLUTE DISCRETION OF OAKLAND UNIVERSITY ARE IN OAKLAND UNIVERSITY'S BEST INTEREST WHETHER OR NOT THE BID SELECTED IS THE LOWEST MONETARY BID RECEIVED.

Cost Schedule C
COST PROPOSALVENDOR NAME: ALL ABOARD TRAVEL

The undersigned proposes to provide Athletic Tour Services in accordance with the requirements of the enclosed request for quotation specifications to be considered an integral part of this proposal at the price detailed below. All items proposed by the Vendor should meet or exceed Oakland University's requirements. The University reserves the right to reject any proposal at its sole discretion; whatever is in the best interest of the University.

PROPOSAL: 2019 Athletics International Trip The undersigned, as bidder, declares that he/she having examined the specifications with related documents hereby proposes to furnish the equipment in accordance with the specifications, within the time set forth therein, and at the cost stated below.

Vendor Qualifications: Please include the following with your proposal:

- Brief Overview of the Company
- Name, Address, Telephone and Fax number
- Identify the contact person for this proposal
- Services provided to similar venues
- At least 3 athletic team travel references with contact information

The following must be provided in your proposal:

- Cost Breakdown
- All non-refundable expenses
- Grand Total Cost
- Detailed Tentative Itinerary
- Last date pricing would be valid
- Payment Requirements
- Copy of Contract/Agreement for review (if applicable)

THE FOLLOWING WILL BE REQUIRED OF THE SUCCESSFUL VENDOR: Insurance (CGL – Tour Operator's Professional Liability Insurance) and a Surety Bond reflecting the total trip cost.

The following items should be included with your bid response:

Product Brochure / Literature – attached and marked ATTACHMENT for identification

NOTE: All prices are to be quoted in U.S. Currency.

APPENDIX 4

All Aboard Travel

Brief overview:

All Aboard Travel was founded 1988 and has provided continuous travel services in Hillsdale County, southern Michigan and in 38 other states.

All Aboard Travel
10 South Howell Street
Hillsdale MI 49242
Tel: 517-437-4844

Christina Boyer, Owner and General Manager

Hillsdale College men's basketball team to Greece and Spain, Hillsdale College women's volleyball team to Austria and Italy, Toledo University men's basketball team to Italy. Oakland University men's basketball team to Spain.

John Tharp, Hillsdale College men's basketball head coach 517-607-3135
Tod Kovalczyk, Toledo University men's head basketball coach 419-530-7758
Chris Gravel Hillsdale College women's head volleyball coach 517-607-3162

Total cost: \$4,300 per person

Included:

Roundtrip air transportation from Detroit to Athens on Lufthansa Airlines
Hotel accommodation in 3 and 4 star hotels throughout the trip
Breakfast and dinner daily
3 games against European teams
Laundry services
Bus transportation throughout the trip in luxury tour buses
Entrance fees to sights as listed in the itinerary

Not included:

Passports
Lunches
Spending money

Pricing is available until May 22, 2019

Deposit required by May 22, 2019 in the amount of \$1,000 per person
Final payment required June 22, 2019 in the amount of \$3,300
Payments are to be made by check payable to All Aboard Travel

Cancellation fees:

90 – 61 days prior to departure: \$1,000 per person
60 – 31 days prior to departure: 75% of total price
30 – 1 days prior to departure: 100% of total price